



## **JOB OPPORTUNITY**

Kiiikenomaga Kikenjigewen Employment and Training Services is looking for a dynamic, qualified and committed individual for the following contracted and term position:

### **INTERNAL POSTING**

#### **Executive Assistant**

Please visit our website at [www.matawa.on.ca](http://www.matawa.on.ca) for a detailed job description and required qualifications.

**Deadline:** Friday, March 20, 2020 @ 2:00 p.m.

**Please submit cover letter with resume and three employer references to:**

**Kiiikenomaga Kikenjigewen Employment and Training Services**

Betsy Ledger, Human Resources Manager

RE: EXECUTIVE ASSISTANT JOB POSTINGS COMPETITION

28 N. Cumberland Street, 3<sup>rd</sup> Floor, Thunder Bay ON P7A 4K9

Or Fax to: (807) 768-4471

**Or Email to:** [careers@matawa.on.ca](mailto:careers@matawa.on.ca)

We thank all who are interested, however only those candidates selected for an interview will be notified.